

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

CALCULATIONS ASSISTANT

JOB DESCRIPTION

Employees in this job perform and oversee a variety of computational activities which provide such support services as: examining, counting, coding, proofreading and correcting a variety of documents requiring arithmetical computations. Employees perform arithmetical calculations; compile numerical data; compose summary reports, tables, graphs, and correspondence.

There are four classifications in this job.

Position Code Title – Calculations Assistant-E

Calculations Assistant 5

This is the entry level. The employee receives direct supervision and follows specific work instructions while developing the skills necessary to perform calculations assistant assignments.

Calculations Assistant 6

This is the intermediate level. There are two concepts at this level: The employee either performs a limited range of calculations assistant assignments in accordance with well-defined instructions and guidelines; or the employee performs a range of calculations assistant assignments in a developing capacity.

Calculations Assistant E7

This is the experienced level. The employee receives general supervision while performing a full range of calculations assistant assignments. Judgment is used in making decisions where alternatives are determined by established policies and procedures.

Position Code Title – Calculations Assistant-A

Calculations Assistant 8

This is the advanced level. The employee functions as a lead worker overseeing the work of others or as a senior worker or as a senior level employees performing complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience. However, positions performing a limited range of duties may not progress beyond the intermediate level.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Proofreads bills, vouchers, tax returns, and applications for arithmetical accuracy and completeness; obtains missing information from/for files/records or interested parties as needed.

Calculates correct tax, interest, penalty, loan amount, or other charges by performing standard arithmetical operations and following instructions.

Sorts, counts, codes, and batches documents and/or materials such as bills, vouchers, tax returns, applications, supplies, etc. Records batch information on batch control form then routes to appropriate party.

Assigns appropriate codes to receipts, bills, vouchers, etc., to ensure proper application of revenue and expenses and/or to generate computer letters.

Records or logs numerical information on manual control sheets, records, accounts, reports, tables, charts, or graphs or into computer files according to instructions.

Files or retrieves records, reports, or materials.

Operates manual and/or electronically controlled standard office equipment.

Receives moneys for licenses, services, products or taxes; calculates deposits totals and prepares deposit form.

Types reports, forms, and memoranda incidental to the work as required.

Uses spreadsheet and/or personal computer software such as Excel and Microsoft Word and/or mainframes such as Michigan Administrative Information Network Financial Administration and Control System (MAIN FACS) and the State Treasury Accounts Receivable (STAR) system.

Additional Job Duties

Reviews computer generated error lists, matches correct forms, evaluates error types, and makes corrections.

Compiles data from a variety of sources to compose routine letters and summary reports.

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Responds verbally or in writing to inquiries received from the general public and/or other interdepartmental personnel or state departments regarding program specifics.

Disseminates information regarding departmental services in response to inquiries.

Authorizes the approval of tax penalty waiver up to specified dollar amount according to established guidelines.

Resolves work related problems within established guidelines.

Performs related work as assigned.

Calculations Assistant 8 (Senior Worker)

Regularly handles the most complex and difficult assignments in the work area.

Calculations Assistant 8 (Lead Worker)

Schedules and oversees assignments of lower level calculations assistants and others.

Provides assistance and training to others.

Adapts generalized instructions to meet the specific needs of the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of basic arithmetic.

Knowledge of general record keeping and filing systems.

Knowledge of classifying and coding data.

Ability to understand and carry out instructions.

Ability to add, subtract, multiply, and divide arithmetical figures.

Ability to compare data from a variety of sources for accuracy and completeness.

Ability to recognize and correct numerical errors.

Ability to operate standard office equipment such as personal computers and or terminals, calculators, adding machines, copiers, etc.

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Ability to alphabetize, numerically rank, and sort or batch data and/or materials.

Ability to perform typing or word processing service as required for the work.

Ability to work under stressful situations.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Calculations Assistant E7 and 8

Knowledge of the application of instructions and guidelines of the work area to specific problems.

Knowledge of computer error codes.

Knowledge of spreadsheet and/or personnel computer software such as Excel and Microsoft Word and/or mainframes such as Michigan Administrative Information Network Financial Administration and Control System (MAIN FACS), and the State Treasury Accounts Receivable (STAR) system.

Ability to interpret pertinent data contained in tables, charts, or graphs.

Ability to make decisions and take necessary actions.

Ability to research, select, and compile data for accounts, reports, records, and correspondence.

Ability to assign the appropriate codes to override the computer system when corrections are necessary.

Ability to make a determination whether or not to recommend assessment of discretionary penalties for taxes due.

Ability to compose routine reports, tables, charts, graphs, and correspondence.

Ability to meet schedules and deadlines of the work area.

Calculations Assistant 8 (Senior Worker)

Ability to perform the most complex and difficult assignments.

Calculations Assistant 8 (Lead Worker)

Ability to determine work priorities for the unit.

Ability to assign, coordinate, and evaluate the work of others.

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Ability to transfer money to other Inter-Departmental Accounts (I.D.A'S).

Ability to train employees in their work.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Calculations Assistant 5

No specific type or amount is required.

Calculations Assistant 6

One year of administrative support experience.

Calculations Assistant E7

Two years of administrative support experience, including one year equivalent to the Calculations Assistant 6, involving examining, counting, and coding, performing basic arithmetical calculations and proofreading numerical data.

Calculations Assistant 8

Three years of administrative support experience, including two years equivalent to the Calculations Assistant 6, involving examining, counting, and coding, performing basic arithmetical calculations and proofreading numerical data.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
CALCAST	Calculations Assistant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Calculations Assistant-E	CALCASTE	W41-002
Calculations Assistant-E	CALCASTE	NERE-001
Calculations Assistant-A	CALCASTA	W41-009

ECP Group 1
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